

# City of Alexandria, Virginia

## MEMORANDUM

DATE: APRIL 15, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: BUDGET MEMO # 25: PROPOSED INCREASES IN PLANNING AND ZONING FEES

---

**ISSUE:** City Council review of proposed increases in the fees charged by the Department of Planning & Zoning for the review of various land use-related applications.

**RECOMMENDATION:** That City Council approve in concept the proposed fee increases which are summarized in Attachment I, and direct staff to discuss the proposed increases with business groups to obtain their input.

**DISCUSSION:** The development and redevelopment of real property in Alexandria is a critical part of the planned growth of the City. The City has developed specific and rigorous guidelines to ensure that development conforms with the requirements of the City's Master Plan, Zoning Ordinance and other policy documents. The Planning & Zoning Department is charged with the management and oversight of the review processes leading up to final plan approval by the Planning Commission and/or City Council. Development review services are provided primarily by Planning & Zoning, T&ES and Code Enforcement with participation from Police, Housing, Historic Alexandria, and Recreation. The fees associated with these development review services have traditionally been intended to offset part of the actual cost of these services, with the General Fund covering the remainder of the cost. These fees have not been updated in over ten years. The cost of providing the development review in FY 2001 was \$2.8 million, with offsetting fees recovering only \$47,000, which is less than 2% of the cost. The proposed development fees (Attachment I) will recover approximately \$640,200, which represents 23% of the development review cost.

In preparing the proposed fee changes, Planning & Zoning staff talked with members of the development community to assess the reaction to higher fees. The response in concept from many members was a willingness to pay higher fees as long as the associated services were improved. Planning & Zoning is currently making improvements to the development review process, assisted by the addition of seven staff positions to the Department in FY 2002 and FY 2003, added funding for technical and professional consulting assistance, and increased

investment in technology through improvements to the City's Geographic Information Systems (GIS).

The recommended changes to the Planning & Zoning fee structure are based on two studies. The first study was a comparison of Alexandria's fees with other jurisdictions in the Northern Virginia area. That comparison study, while documenting that Alexandria's fees were significantly below those of other jurisdictions, pointed out the difficulty of fee comparisons among jurisdictions. Comparator jurisdictions review fees and increase fees on a regular basis, making almost any comparison somewhat out of date. More important, the services associated with a particular fee are significantly different from jurisdiction to jurisdiction. Alexandria is the only one of two major jurisdictions in Northern Virginia with special requirements for historic districts. Other jurisdictions often require major fees in the form of "proffers" related to rezonings, which Alexandria typically does not require, and the review procedures and associated fees are different for each jurisdiction, making direct comparison very difficult.

In order to ensure that Alexandria fees are competitive, five City projects were used to determine what fees those projects would have paid if they were undertaken in other jurisdictions. Attachment II indicates that for all five of these projects Alexandria's current fees are the lowest by far, and the proposed fees would put Alexandria in a mid-range position.

The second study was an internal City analysis of the costs associated with providing the services for each part of the plan approval process. The study is a detailed examination of the time spent by each department in the review process, and provides an accounting of the direct and indirect costs associated with each step of that process. To staff's knowledge, this study is one of the more comprehensive studies of development review costs undertaken by a Northern Virginia jurisdiction. The study indicates Alexandria's current fee structure recovers approximately 2% of the cost of the development review and approval services the City provides.

Based on the results of these two studies, Planning & Zoning staff developed the attached fee recommendations. In developing these recommendations, the following principles were used:

- Determine a balance between cost recovery through fees and the general public benefit of development services that should be paid by the General Fund.
- Keep Alexandria's fees below the highest fees charged by other Northern Virginia jurisdictions in most fee categories.
- Retain, to the degree possible, the relative ease of administration associated with the current fee structure.
- Avoid disproportionately impacting small businesses and homeowners within the City.

Staff believes the proposed new fee schedule meets those principles. Using the development review workload and costs in FY 2001, the revenue generated by the proposed new fee schedule would be approximately \$640,200. This results in a cost recovery of about 23% by fees, with about 77% of costs financed by the General Fund.

Attachment III provides for each of the applications for approval processed by Planning & Zoning a description of the approval sought and the services given, the comparable fee charged in other jurisdictions (when existing), the costs incurred by the City in FY 2001 in providing the services, and the proposed new fee. This document shows that the proposed Alexandria development fee structure meets the guidelines of increased cost recovery, while not exceeding the highest fees of the other jurisdictions.

This comprehensive development fee proposal will be distributed to the Alexandria development community for comments which will be incorporated into the final recommendation for Council approval before the end of June 2002.

**Revenue Impact:** The impact of the proposed fee adjustments is a projected revenue increase of \$640,200 annually. These revenues were assumed in the FY 2003 proposed budget.

- ATTACHMENTS:**
- I. Summary of Proposed Development Fees
  - II. Project Comparison Analysis
  - III. Master Fee Definition with Detailed Description of Current and Proposed Fees, Including Interjurisdictional Comparisons

**STAFF:**

- Eileen Fogarty, Director, Planning & Zoning
- Barbara Ross, Deputy Director, Planning & Zoning
- Kimberley Johnson, Division Chief, Planning & Zoning
- Morgan Routt, Analyst, OMB
- Stott Mason, Analyst, OMB
- Gene Swearingen, Director, OMB

## Summary of Proposed Development Fees

### Fee Types

	<u>FY 2001 Units of Service</u>	<u>Current Fees</u>	<u>Cost per Unit</u>	<u>Proposed Fees</u>	<u>Estimated Revenue</u>
<b>Zoning Board of Appeals</b>					
Variance/Special Exception	90	R: \$60 Apt: \$110 C/I: \$260	\$1,917	Residential: \$250 Apt: \$750 Comm./Ind: \$1,000	\$26,250.00
BZA Appeal	6	\$100	\$4,349	\$350	\$2,100.00
Developer Requested Change of Address	5	No Fee Currently	\$2,237	No fee	No Fee
Zoning Compliance Letter	80	No Fee Currently	\$280	\$250 simple, \$1,000 complex	\$20,000.00
Prefiling Zoning Analysis	10	No Fee Currently	\$559	No fee	No Fee

### Board of Architectural Review

Conceptual Review	10	No Fee Currently	\$3,326	No fee	No Fee
Demolition	78	\$30	\$778	\$50 for typical cases and \$500 for a development case.	\$4,800.00
Alteration	48	\$30	\$1,757	\$50 for typical cases and \$500 for a development case.	\$900.00
Addition	18	\$30	\$6,683	Residential: \$250 Comm./Industrial: \$500; Development case, \$1,000	\$12,000.00
Signs	35	\$30	\$1,075	\$50	\$1,750.00
New Buildings	4	\$30	\$8,987	\$500 for up to 2 residential buildings/\$1,000 for more than 2 residential buildings and Commercial; Development Cases: \$2,500	\$2,000.00
Waiver-Vision Clearance, HVAC Screen	17	\$30	\$529	\$50	\$850.00
Appeal to City Council	2	\$50	\$1,552	\$150	\$300.00

### Planning Commission

Vacations	8	\$100	\$2,558	\$350	\$2,800.00
Encroachments	10	\$150	\$2,281	\$250	\$2,500.00
Subdivisions	12	\$50	\$1,520	\$500+\$30 per lot or division of land	\$13,200.00
SUP-Non comply; non-conform	10	\$100	\$5,667	\$500	\$5,000.00
SUP-Administrative	25	\$100	\$1,008	\$200	\$5,000.00
SUP-With Development Issues	10	\$100	\$7,481	\$500	\$5,000.00
SUP-Parking Reduction	10	\$100	\$4,493	\$200 as part of another non-development Special Use Permit; \$500 as an individual case	\$2,000.00
SUP-All Others	112	\$100	\$2,422	Non-profits/daycare/Single- Family Residential: \$150; All others \$500 except for the following: Coordinated sign program \$1,000, Increase in density (floor area ratio or number of dwelling units) \$1,000	\$16,800.00

**Development Review**

Rezoning	10	\$200 + \$20/.5 acre over 1 acre	\$2,327	\$2000+\$200/.5 acre over 1 acre	\$20,000.00
Master Plan Amendments	10	\$200	\$2,635	\$2000+\$200/.5 acre over 1 acre	\$20,000.00
JP-Transport. Manage Plan	10	\$5/1000 net sq. ft.	\$2,375	\$10/1000 SF	\$27,500.00
Subdivision: Preliminary Review	10	\$50	\$3,306	\$500+\$30 per lot or division of land including outlots & parcels on <10 lots; \$1,500+\$30 per lot or division of land including outlots & parcels on 10 or more lots	\$28,000.00
Subdivision: Preliminary Review/DSUP	25	No Fee Currently	\$1,604	\$500+\$30 per lot or division of land including outlots & parcels on <10 lots; \$1,500+\$30 per lot or division of land including outlots & parcels on 10 or more lots	\$71,700.00
Subdivision: Final	35	No Fee Currently	\$1,676	\$350 for <10 lots; \$1,000 for 10 or more lots; Resubmissions: \$250, First final resubmission covered	\$31,750.00
DSUP/DSP Conceptual Review	100	No Fee Currently	\$3,514	No fee	No Fee
DSUP/DSP Preliminary	55	\$100 per item plus Site plan fee Site Plan=\$70 base fee for plus \$3 per 1000 sf of GFA Comm.; \$1.50 per 1000 sf of GFA Indus.; \$7.50 per acre if no construction, \$.75 per dwelling unit, \$70 for amendment to Site plan; \$200 for a cluster development; \$5/1000 net sq. ft for a CDD	\$22,512	Non-structure application:\$1,000; Structure Application: \$1,000 +2.00/100 sf. fee max. \$20,000; Incomplete resubmissions: 1st free, each thereafter \$1,000, Revised applications \$150, Deferrals(including re-advertising, changing docket, reposting) \$150 - CDD Concept Plan Approval is a separate & earlier approval in the CDD zones. Staff recommends a fee that is the same as the above fee for that approval; however if the concept & preliminary plans are filed simultaneously, only half the concept plan fee would be charged.	\$189,000.00
DSUP/DSP Minor amendment	100	No Fee Currently	\$952	\$500	\$50,000.00
DSUP/DSP Major amendment	5	\$100	\$10,958	\$1,000 +\$2.50 per 100 sf of additional floor space	\$5,000.00
DSUP/DSP Final Site Plan	25	\$40 base fee PLUS: \$1.50 per SF GFA comm. \$.75 per 1000 SF GFA industrial, \$.60 per dwelling unit	\$24,382	\$1,000 +\$1.50 per 100 sf. fee max. \$20,000; \$1,000 a review beyond second review	\$71,500.00
DSUP/DSP-As Built Review	25	\$50	\$3,737	\$100+\$100 for each review beyond the second	\$2,500.00

**\$640,200.00**

Estimated Revenue  
 Planning & Zoning Total Cost (Egan Study)  
 Percentage of Fee Coverage

\$640,200  
 \$2,768,491  
 23.12%

## Attachment II

**Project Comparison Analysis**

For purposes of this comparison, five recent Alexandria development projects were compared using Alexandria's current and proposed Development fee schedule and the current schedules of Arlington County, Loudoun County, Prince William County and Fairfax County.

	<b><u>Backyard Boats</u></b> townhomes (28)	<b><u>Mill Race</u></b> multi-family (721) 400,000 gsf comm.	<b><u>Saul Center</u></b> 492,000 gsf comm.	<b><u>King's Cloister</u></b> 25 single family homes	<b><u>Bush Hill</u></b> 404 multi-family
ARLINGTON	\$20,512	\$61,363	\$32,780	\$36,308	\$20,862
LOUDOUN	\$19,505	\$56,385	\$19,945	\$11,350	\$23,530
FAIRFAX	\$23,730	\$45,296	\$23,441	\$31,896	\$42,748
PRINCE WILLIAM	\$9,041	\$85,272	\$32,470	\$10,822	\$40,666
ALEXANDRIA- CURRENT	\$980	\$10,012	\$2,605	\$1,200	\$3,249
ALEXANDRIA -PROPOSED	\$13,226	\$59,790	\$29,329	\$9,462	\$37,790

Note: Assumes approvals of preliminary and final plans without extra submissions and without amendments or revisions after approval.

Attachment III

**Master Fee Definitions with Current & Proposed Fees,  
Including Interjurisdictional Comparisons**

**Zoning:** Three fees were identified for applications processed by the Department of Planning & Zoning.

**1)Variance/Special Exception:** The Board of Zoning Appeals hears and decides two types of cases: variances and special exceptions. A variance is a request for a modification of the zone rules where an economic hardship is created by their application. A special exception is a more flexible approach, but only applies to a small group of cases for buildings that currently and historically have not complied with the zone rules. For both types of permits, the Planning and Zoning Department processes the application and a hearing before the Board of Zoning Appeals is required.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Additions to Existing Single Family Dwellings: \$250 1st subsection, \$50 each additional subsection. New Single Family Dwellings: \$2000 1st subsection, \$400 each additional subsection. High Density Residential, Town Houses, Garden Apts, other Commercial buildings: \$2500 1st subsection, \$500 each additional subsection. Non-profit applications: \$200.	\$165	\$350	\$285	Residential: \$60 Apt: \$110 Commercial/ Industrial: \$260

**Cost of Service:** The full annual cost of service for Variances or Special Exceptions is \$172,490 divided by 90 (FY 2001) Variance/Special Exception units of service equals an average unit cost of \$1,917.

**FY 2003 Proposed Fee:** The following are proposed increases for the Variance/ Special Exception Zoning fee: Residential:\$250, Apartments:\$750 Commercial/Industrial: \$1,000.

**2) Board of Zoning Appeals (BZA Appeal):** The Director of Planning and Zoning is authorized to make determinations and interpretations under the zoning ordinance. These decisions may be challenged by filing an application for an appeal to the Board of Zoning Appeals, which will hold a public hearing on the issue and decide whether the Director's determination was reasonable.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$320	\$4,950 for Residential , Commercial & Industrial districts+\$105 per R acre; \$165 plus per acre for C. I Overlay Districts	\$350	\$285	\$110

**Cost of Service:** The full annual cost of service for Board of Zoning Appeals is \$26,093, divided by 6 (FY 2001) Board of Zoning Appeal units of service equals an average unit cost of \$4,349.

**FY 2003 Proposed Fee:** An increase from \$110 to an \$350 Board of Zoning Appeal Fee is proposed.



**3) Zoning Compliance Letter:** The Department frequently responds to attorneys and landowners who require a document stating the zoning and violation status of a property for a land transaction. That service is now provided free of charge, but is typically the subject of a fee in other jurisdictions.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Gen. Compliance: \$260 Special Agree: \$920	Single family: \$50 for each lot requested, All other uses: \$150 for each lot requested	No fee charged	\$25, nonconforming uses verification processing fee	No Fee Currently

**Cost of Service:** The full annual cost of service for a Zoning Compliance Letter is \$22,373, divided by 80 (FY 2001) units of service equals an average cost of \$280.

**FY 2003 Proposed Fee:** A fee of \$250/Simple, \$1,000/complex is recommended.

**Board of Architectural Review:** Seven fee based services were identified for review.

**1) Demolition Permit:** Removal of an entire building or a part of a building in the Historic Districts requires permission in the form of a demolition permit approved by the Board of Architectural Review.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$60,653, divided by 78 (FY 2001) units of service equals an average unit cost of \$778.

**FY 2003 Proposed Fee:** An increase from \$30 to \$50 is recommended for typical cases and \$500 for a development case\*.

\* A development case is one for which a site plan is required. In addition to Board of Architectural Review approvals, the project will also need Planning Commission &/or City Council approval.

**2) Alteration:** Alterations in the Historic District include changes to the elements of a building. For example, alterations to windows, doors, fences, siding, and similar features. Each alteration requires approval of a Certificate of Appropriateness by the Board of Architectural Review.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$84,328, divided by 48 (FY 2001) units of service equals an average unit cost of \$1,757.

**FY 2003 Proposed Fee:** A base fee of \$50 is recommended with a fee of \$500 for development cases.

**3) Addition:** The typical case before the Board of Architectural Review is a project involving an addition to a residential or commercial structure in Old Town. A Certificate of Appropriateness approved by the Board of Architectural Review is required for any addition to a building or structure in the Historic Districts that is visible from the public right of way.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$120,286, divided by 18 (FY 2001) units of service equals an average unit cost of \$6,683.

**FY 2003 Proposed Fee:** A fee of \$250 is recommended for Residential properties with a \$500 fee for Commercial/Industrial properties. For a development case, a fee of \$1,000 is recommended.

**4) Signs:** All signs in the Historic Districts require approval by the Board of Architectural Review.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$37,632, divided by 35 (FY 2001) units of service equals an average unit cost of \$1,075.

**FY 2003 Proposed Fee:** A flat fee of \$50 is recommended.

**5) New Buildings:** A new building in the Historic District will typically require several permits, including a Certificate of Appropriateness approved by the Board of Architectural Review.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$35,949, divided by 4 (FY 2001) units of service equals an average unit cost of \$8,987.

**FY 2003 Proposed Fee:** A flat fee of \$500 for up to 2 residential buildings, \$1,000 for more than 2 residential buildings and for Commercial buildings, is recommended. For development cases, a fee of \$2,500 is recommended.

**6) Waiver - Vision Clearance, HVAC Screening:** The Zoning Ordinance includes several requirements that the Board of Architectural Review is empowered to waive in a case where, architecturally, the project will be more appropriate without complying with the rule. For example, rooftop screening for air conditioning equipment, which is required throughout the City, may, in a Historic District, create a visual obstruction, as well as be less attractive and more visible than if there were no screening. Fences and walls have specific height limits for the City as a whole, but in the Historic District these height limits can be waived if a taller height is aesthetically appropriate and the Board of Architectural Review approves. Another example relates to the requirement that no structure be placed at the corner of a block if it falls within a triangle in which there could be limited vision clearance for traffic; the zoning ordinance allows structures in the area that are similar to the historic building patterns in the Historic Districts if the Board approves it. Each of these waivers from a requirement is a separate review and approval.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$30

**Cost of Service:** The full annual cost of service is \$8,985, divided by 17 ( 2001) units of service equals an average unit cost of \$529.

**FY 2003 Proposed Fee:** A flat fee of \$50 is recommended.

**7) Appeal to City Council:** Jurisdiction of the appeal from a case decided by the Board of Architectural Review lies with the City Council and is processed by the Department of Planning and Zoning. The case may be brought by either the applicant or by neighboring property owners.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit/ approval	No similar permit/approval	No similar permit/approval	No similar permit/ approval	\$50

**Cost of Service:** The full annual cost of service is \$3,103, divided by 2 ( 2001) units of service equals an average unit cost of \$1,552.

**FY 2003 Proposed Fee:** A flat fee of \$150 is recommended.



**Non-Development Planning Commission Cases:** Eight fees were identified for review.

**1) Vacation:** A vacation is an approval, which the City Council must approve, that permits an applicant to acquire city right of way for its own purpose. Public hearings at both the Planning Commission and City Council are required.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$350	Researching data	No fee charged	\$450	\$100

**Cost of Service:** The full annual cost of service for Vacation cases is \$20,464 divided by 8 (FY 2001) Vacation units of service equals an average unit cost of \$2,558.

**FY 2003 Proposed Fee:** An increase from the current \$100 fee to a \$350 fee is recommended.

**2) Encroachment:** In order for a private entity to use a portion of the public right of way, such as to allow a projection of a building, public hearings at Planning Commission and City Council, as well as approval by the City Council, are required.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Researching data	Included in Plat fee	No fee charged	No similar permit	\$150

**Cost of Service:** The full annual cost of service for Encroachment cases is \$22,805 divided by 10 (FY 2001) units of service equals an average unit cost of \$2,281.

**FY 2003 Proposed Fee:** An increase from the current \$150 fee to a \$250 fee is recommended.

**3) Subdivision:** This permit is for the division or re-division of property into parts for development, but does not involve a site plan application, which is required if three or more single family or townhouse units are proposed for construction.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$113, plus \$62 per lot	\$1,725+\$30 per lot or division of land including outlots & parcels on <10 lots; \$2,800+\$30 per lot or division of land including outlots & parcels on 10 or more lots	Urban residential: \$2,458+\$120 per lot (1 <sup>st</sup> 20 lots) plus \$30 per lot (over 20)  Non-residential: \$4,158+\$120 per lot (1 <sup>st</sup> 10 lots) + \$30 per lot (over 10)	\$450, Admin fee; \$85 per plat for Subdivision plat fee; \$22 per lot for General Review fee	\$50

**Cost of Service:** The full annual cost of service for Subdivision cases is \$18,245 divided by 12 (FY 2001) units of service equals an average unit cost of \$1,520.

**FY 2003 Proposed Fee:** A \$500 fee plus \$30 per lot or division of land fee is recommended.

**4) Special Use Permit-Non complying/Non conforming:** When a non complying use is expanded, intensified, or changed to another non complying use, a Special Use Permit approved by City Council is required. When a non conforming use is allowed to continue its existence beyond the time when it is legally required to cease operations, a Special Use Permit is also required. These cases assess the appropriateness of the use and its relationship to surrounding uses, as well as its history within and ability to serve a neighborhood.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$100

**Cost of Service:** The full annual cost of service for SUP Non-complying/non-conforming cases is \$56,668 divided by 10 (FY 2001) units of service equals an average unit cost of \$5,667.

**FY 2003 Proposed Fee:** Staff recommends a fee of \$500.

**5) Special Use Permit-Administrative:** Several aspects of a Special Use Permit system are handled administratively. The change of ownership of a permit, for which there have been no violation and for which there is no reason to reassess the permit conditions, can occur by an administrative permit approved by the Director of Planning and Zoning. Similarly, an application for a minor amendment to a Special Use Permit, a change that does not intensify a use and requires no additional conditions, may be handled administratively.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$100

**Cost of Service:** The full annual cost of service for these cases is \$25,198 divided by 25 (FY 2001) units of service equals an average unit cost of \$1,008.

**FY 2003 Proposed Fee:** Staff recommends a fee of \$200.

**6) Special Use Permit-With Development Issues (Non Development):** Some applications for Special Use Permits involve a new building, typically an infill residence, and raise site plan and design issues for which significant staff time and analysis is required, even though only one or two lots are typically involved.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$100

**Cost of Service:** The full annual cost of service for these SUP Development Issues cases is \$74,806 divided by 10 (FY 2001) units of service equals an average unit cost of \$7,481.

**FY 2003 Proposed Fee:** A proposed \$500 fee increase is recommended.

**7) Special Use Permit-Parking Reduction:** A special use permit for a parking reduction is one for which the analysis is different and sometimes more time consuming than the typical SUP case.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	\$1,150 for reduction in # of required spaces when < 125; \$2,000 for reduction in # of required spaces when 125-250 spaces; \$3,200 for reduction in # of required spaces when 251 to 499 spaces; \$6,700 for reduction in # of required spaces when 500 or more	No similar permit	No similar permit	\$100

**Cost of Service:** The full annual cost of service for these SUP Parking Reduction permits is \$44,932 divided by 10 (FY 2001) units of service equals an average unit cost of \$4,493.

**FY 2003 Proposed Fee:** The proposed fee for SUP Parking Reduction cases is \$200 when associated with another non-development Special Use Permit; \$500 as an individual case.

**8) Special Use Permit-All Others:** This category includes the typical SUP cases, including Special Use Permit requests for restaurants, health clubs, service stations, and auto repair or auto sales businesses. Applications are processed by the Planning Commission and the City Council, with approval by City Council.

### Fee Comparison Chart

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Family Day Care Home: \$75; Schools with a total enrollment that is equal to or less than 100 students: \$100; Schools with total enrollment that exceeds 100 students but is equal to or less than 250: \$250; Type I: Commercial & Non-Comm: \$740; Type II: Live Entertainment, Public Garages, food delivery: \$850; Type III: Commercial uses w/substantial alterations to structures: \$3,200; Use Permits including New Construction \$5,300; Comprehensive Site Plan: \$1,000	\$2,970	Category 1=\$460, (Tenant dwelling); Category 2=\$2,530, (Church, Library, Golf course) Category 3=\$4,830, (Marina, Airport, Water treatment plant); Category 4=\$7,360, (Concrete mixing plant, Sewage treatment plant, Solid Waste incinerator	Category A: \$100 Small scale uses in agriculture/residential districts; Category B:\$200 Nonresidential uses within residential areas (Child care, Home businesses); Category C: \$400, Non-farming agriculture; Category D: \$1000 Non-commercial & Commercial uses of minimal impact or intensity; Category E: \$1,500 Commercial uses with intensity; Category F: Greater intensity commercial activities with greater off-site impacts (Cemetery, Country Club); Category G: \$6,000 Agricultural, residential or commercial uses which require intense site specific analysis for long term impacts (Hospital, Civic Center) Category H:\$7,500 Industrial-type uses, may involve HAZMAT (Airport, public fueling station)	\$100

**Cost of Service:** The full annual cost of service for All other SUP permits is \$271,239 divided by 112 (FY 2001) units of service equals an average unit cost of \$2,422.

**FY 2003 Proposed Fee:** The following fee system is proposed: Non-profits/daycare/Single-Family Residential:\$150; all others \$500, except for the following:

- Coordinated sign program- \$1,000
- Increase in density (floor area ratio or number of dwelling units)- \$1,000



**Development Review:** Eleven fee-based services were identified for review.

**1) Rezoning:** A property owner's request to change the zoning designation of a property requires an in-depth analysis by staff, public hearings before the Planning Commission and City Council, and a decision by City Council. If successful, the request results in a change to the official zoning map.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$3,200-\$10,600 depending on type of zone & size of lot, plus \$5,300 in cases where initiated by Board at request of applicant	\$825+applicable fee per acre \$4,950 plus \$105-\$245 per acre, depending on district	\$15,730 for first 200 acres/\$80 per acre over 200	\$1,962 - \$6,540 plus \$50-\$205 per acre, depending on type of zone	\$200 + \$20/.5 acre over 1 acre

**Cost of Service:** The full annual cost of service for Rezoning cases is \$23,266 divided by 10 (FY 2001) units of service equals an average unit cost of \$2,327.

**FY 2003 Proposed Fee:** The proposed increased fee for Rezoning is \$2000 + \$200/.5 acre over 1 acre.\*

\* Accompanied by a Master Plan Amendment

**2) Master Plan Amendments:** The Master Plan embodies the City's vision for the future of the entire city, and through Small Area Plans, includes land use designations for each property in the City. It is the City Council's policy that no zoning map amendment will be made unless it is consistent with the city's Master Plan. Therefore, when a rezoning is sought, it is typically accompanied by a parallel application for a Master Plan amendment.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$2,320	No similar permit	\$1,600 for first 200 acres plus \$7.50 per acre over 200	No similar permit	\$200

**Cost of Service:** The full annual cost of service for Master Plan Amendments is \$26,349 divided by 10 (FY 2001) units of service equals an average unit cost of \$2,635.

**FY 2003 Proposed Fee:** A proposed increased fee for Master Plan Amendments is \$2000 + \$200/.5 acre over 1 acre.

**3) Special Use Permit-Transportation Management Plan:** Under Section 11-700 of the Zoning Ordinance, developments of certain type and size are required to include in their development planning a Transportation Management Plan (TMP) that assesses and addresses the traffic impacts of a proposed development. The TMP is processed and approved as a Special Use Permit, typically along with the other required development applications for a building project.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No similar permit	No similar permit	No similar permit	No similar permit	\$5/1000 net sq. ft.

**Cost of Service:** The full annual cost of service for SUP-TMP permits is \$23,747 divided by 10 (FY 2001) units of service equals an average unit cost of \$2,375.

**FY 2003 Proposed Fee:** The proposed increase for SUP-TMP permits is \$10/1000 net square feet.

**4) Subdivision-Preliminary:** As part of a development project, land is usually divided into ownership plots for building. The preliminary subdivision or resubdivision plat application is processed concurrently with the main development application and receives approval as part of the development process. This fee category includes those subdivision applications that are part of developments that require only Planning Commission approval because no Special Use Permit approval is required. In the case of a subdivision for a project requiring a SUP, the subdivision case is incorporated into the DSUP approval.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$113+\$62 per lot plus Dept. Public Works fees of \$650+\$90/lot	\$1,725+\$30 per lot or division of land including outlots & parcels on <10 lots; \$2,800+\$30 per lot or division of land including outlots & parcels on 10 or more lots	Non-Residential: \$4,158+\$120 per acre for each of the first 10/\$30 per acre over 10. Rural Residential (septic&well):\$2,158+\$120 per acre for each of the first 20/\$30 per acre over 20. Urban Residential(public sewer/water)\$2,458+\$120 per acre for each of the first 20/\$30 per acre over 20.	Part of site plan fee	\$50

**Cost of Service:** The full annual cost of service for these reviews is \$33,062, divided by 10 (FY 2001) units of service equals an average unit cost of \$3,306.

**FY 2003 Proposed Fee:** A two part fee is proposed for these reviews. First \$500 plus \$30 per lot or division of land, including outlots on parcels of less than 10 lots. Second, \$1,500 plus \$30 per lot or division of land including outlots on parcels of 10 or more lots.

**5) Subdivision-Preliminary Review as Part of a DSUP:** This fee category includes those subdivision applications that are part of a development project for which a Special Use Permit is required, unlike those cases included in # 4.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$113+\$62 per lot plus Dept. Public Works fee of \$650+\$90/lot	\$1,725+\$30 per lot or division of land including outlots & parcels on <10 lots; \$2,800+\$30 per lot or division of land including outlots & parcels on 10 or more lots	Non-Residential: \$4,158+\$120 per acre for each of the first 10/\$30 per acre over 10. Rural Residential (septic&well):\$2,158+\$120 per acre for each of the first 20/\$30 per acre over 20. Urban Residential(public sewer/water)\$2,458+\$120 per acre for each of the first 20/\$30 per acre over 20.	Part of site plan fee	No fee currently

**Cost of Service:** The full annual cost of service for these reviews is \$40,105 divided by 25 (FY 2001) units of service equals an average unit cost of \$1,604.

**FY 2003 Proposed Fee:** A two part fee is proposed for these reviews. First \$500 plus \$30 per lot or division of land, including outlots on parcels of less than 10 lots. Second, \$1,500 plus \$30 per lot or division of land including outlots on parcels of 10 or more lots.

**6) Subdivision-Final:** After approval of a development project by either the Planning Commission (# 4) or City Council (# 5), subdivision approval is effectuated by the preparation of a final plat to document the subdivision. The final plat in either case is processed administratively by staff; after administrative approval it may be recorded in the land records.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
No separate fee for final subdivision	\$300+\$15 per lot or division of land including outlots & parcels plus DPW review fee of \$4,300<10 lots, \$5,800 for 10 or more lots + added fees for subdivisions w/ special approvals : \$150 per resubmission	Non-Residential: \$3,844 +\$280 per acre for each of the 1st 10, \$30 per acre for each over 10. Rural Residential (septic&well):\$1,764,\$110 per acre for each of the first 20, \$30 per acre for each over 20. Urban Residential (public sewer/water):\$1,764,\$110 per acre for each of the first 20, \$30 per acre for each over 20	\$85 plus\$22/lot plus \$85/easement plat \$21/acre private utility review fee	No Fee Currently

**Cost of Service:** The full annual cost of service for these reviews is \$58,643 divided by 35 (FY 2001) units of service equals an average unit cost of \$1,676.

**FY 2003 Proposed Fee:** A two part fee is proposed for these reviews. First, a \$350 fee for less than 10 lots. Second, a \$1,000 fee for 10 or more lots. Resubmissions, \$250 (First final resubmission covered) .

**7) DSP & DSUP-Preliminary for Simple/Small/Complex/Large Project:** There are two typical cases by which a development proposal is processed: either a Development Special Use Permit (DSUP) or a Development Site Plan (DSP). The distinction between the two is whether the project requires some form of Special Use Permit. If it does not, then only a DSP application is required, and it is the Planning Commission that approves or disapproves the case. If the project requires a Special Use Permit in addition to a site plan approval, then DSUP approval, consisting of both SUP and site plan approval, is required.

There are two principal fee categories for both types of permits, depending on how large and how complex the project is. If the proposal is for a small area, is relatively small in size, is for a single building, does not require an SUP for increased density or height, and has no environmental or other additional issues, then it can be processed as a simple case under the Simple/Small Project fee category.

Most DSUP cases fall under the Complex/Large category because they either involve a large land area with multiple buildings or special zoning, environmental, housing or design issues that require extensive staff analysis and coordination and multiple meetings.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Phased Development: \$15,870 + 100 per acre + \$1,000 Public Works fee; R, RA, C2, VCHPDD: \$2,120 + \$11/1000 sq.ft./commercial + \$11 per dwelling unit + \$250 Public Works fee; Other Zones: \$6,350 + \$11/1000 sq.ft. Commercial + \$11 dwelling or hotel unit + \$500 Public Works fee Unified Residential Development: \$1,910 + \$5 per unit; <b>PLUS</b> \$5,300 if Special Use permit required	\$4,800 + \$2,200/ hectares over 1, max. 24,000 plus additional fees (\$500-\$2000) for special approvals, waivers, water quality, grading, and other special reviews needed	<u>Developments requiring "construction" plans:</u> <u>Non-residential</u> - \$777 + .25% of total bond estimate + \$677 + .125% of total bond estimate for 2 <sup>nd</sup> and subsequent submissions <u>Residential</u> - \$677 + .075% of total bond estimate + \$677 + .038% of total bond estimate for 2 <sup>nd</sup> and subsequent submissions <u>Developments requiring "site" plans:</u> Non-residential - \$3,538 + \$140/acre for first 20 acres + \$40/acre over 20; Urban Residential - \$2,318 + \$70/unit for first 20 units + \$40 unit over 20 <b>PLUS:</b> \$7,865 if concept plan amendment required <b>PLUS:</b> \$450-\$7,360 if special exception required	Residential - \$450 or \$30 per lot, which ever is greater Non-residential - \$450 or \$.50 per 1000 gsf building, which ever is greater <b>PLUS if requires SUP:</b> \$100-\$7,500 depending of special use	\$100 per item plus Site Plan fee Site Plan = \$70 base fee for Plus \$3 per 1000 SF of GFA Commercial, \$1.50 per 1000 SF of GFA Industrial, \$7.50 per acre if no construction, \$.75 per dwelling unit \$70 for amendment to Site Plan; \$200 for a cluster development; \$5/1000 net sq. ft for a CDD

**Cost of Service:** The full annual cost of service for simple/small reviews is \$137,675 divided by 10 (FY 2001) units of service equals an average unit cost of \$13,767. The full annual cost of service for large/complex reviews is \$393,529 divided by 45 (FY 2001) units of service equals an average unit cost of \$8,745. The combined cost per unit for these reviews is \$22,512.

**FY 2003 Proposed Fee:** The proposed fee for a DSUP-Preliminary for Simple/Small/Complex/Large Project is: Non-structure application: \$1,000; Structure application: \$1000 + \$2.00/100 square feet, fee maximum \$20,000 (does not include additional review fees); Incomplete resubmissions: 1st: Free, each thereafter: \$1,000; Revised applications \$150; Deferrals (include re-advertising, changing docket, reposting) \$150.

\* CDD Concept Plan Approval is a separate & earlier approval in the CDD zones. Staff recommends a fee that is the same as the above fee for that approval; however if the concept & preliminary plans are filed simultaneously, only half the concept plan fee would be charged.



**8) DSUP/DSP-Minor Amendment:** After approval of the DSP or DSUP case by the Planning Commission or City Council, as required, a development will, as final engineering details are being worked out, sometimes need to change the plan that was officially approved. If the change is minor, then staff can approve it administratively, although it still needs to be documented, highlighted, and processed for consideration by the appropriate agencies. Minor changes include shifts to building footprints or changes to design that are imperceptible or unlikely to be of concern to neighbors.

**Fee Comparison Chart:**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$320 per subsection request	\$520	\$400 per amendment	\$450+3.5% of any increase in total bond	No fee currently

**Cost of Service:** The full annual cost of service for these amendments is \$95,237 divided by 100 (FY 2001) units of service equals an average unit cost of \$952.

**FY 2003 Proposed Fee:** A flat fee of \$500 is proposed.

**9) DSUP-Major Amendment:** Like a minor amendment, a major plan amendment is one that occurs after approval by the Planning Commission or City Council. Unlike the case of a minor amendment, a major amendment must return to either the Commission or Council for approval. It requires an application, engineering documents, and a staff report, just as with a new application.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
R,RA,C2,VCHPDD: \$2,120+\$11/1000 sq.ft./commercial+ \$250 Public Works fee Other Zones:\$6,350+ \$11/1000 sq.ft commercial + \$11 per dwelling or hotel unit +\$500 public works fee	Not distinguished from new application	Not distinguished from new application	Not distinguished from new application	\$100

**Cost of Service:** The full annual cost of service for these amendments is \$54,790 divided by 5 (FY 2001) units of service equals an average unit cost of \$10,958.

**FY 2003 Proposed Fee:** \$1,000 plus \$2.50 per 100 square foot of additional floor space.

**10) DSUP/DSP-Final Site Plan for Simple/Small/Complex/Large Project:** A final site plan is required of all development projects and it is the final engineered plan showing how the land will be changed and where buildings and other features of the development will be located. Small projects as described above in # 8 of this section, will be treated separately for fee purposes at the final stage, as they were with the initial application. The final site plan review is an iterative process, with final plans being submitted to staff, reviewed by staff, and revised by the applicant until the plan is in full compliance with City approvals and all outstanding issues have been resolved.

Large, complex DSUP or DSP cases require a final site plan and are separately assessed for fee purposes because they are more complex than the small simple cases, and typically require more iterations of review by city agencies.

### **Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
\$275-\$700 (bonding) plus additional Dept. Public Works review fees for following elements shown on plans: streets \$150+\$7.25/linear foot; sewers, water mains, other utilities, \$4.50 per foot; pipelines/conduits, \$150/house, \$250 for up to 100 ft + \$125 for each additional 100 ft.; driveways, sidewalks, landscaping, \$100+\$150 entrance+\$150 per 50' of SW plus \$150 per tree; reviewing utility conflicts, \$140-\$280	No separate fee from preliminary	No separate fee from preliminary	Residential** SF Detached-\$450+, if 5 or more lots, \$370 per lot;+ \$21 per acre private utility review fee; +\$12/lot health dept. review fee, if applicable, + TH/Mult-family-\$450 +\$248 per lot/unit  Non-residential** \$450 plus \$.60 gsf building area up to 10,000 sf, \$.20 per sf there after; (max. \$28,000); +\$21/acre private utility fee, if applicable; +\$12/lot health dept. review fee if applicable;  **different fees for special uses such as schools, targeted industries, etc	\$40 base fee PLUS: \$1.50 per SF GFA comm. \$.75 per 1000 SF GFA industrial, \$.60 per dwelling unit

**Cost of Service:** The full annual cost of service for Simple/Small permits is \$68,905 divided by 5 (FY 2001) units of service equals an average unit cost of \$13,781. The full annual cost of service for Complex/Large permits is \$212,026 divided by 20 (FY 2001) units of service equals an average unit cost of \$10,601. The combined cost per unit for these reviews is \$24,382.

**FY 2003 Proposed Fee:**\$1,000 plus \$1.50 per 100 square feet, fee maximum \$20,000 (does not include additional review fees); \$1,000 a review beyond second review.

**11) DSP & DSUP-As Built Review :** An As Built plan memorializes development features that have been built after construction. Staff checks all As Built plans and inspects the site to ensure that projects have been built as approved by the City.

**Fee Comparison Chart**

Arlington County	Fairfax County	Loudoun County	Prince William County	Alexandria
Not listed	Sanitary Sewer: \$260 per submission on projects; Subdivision: \$175 per submission on projects.	Not listed	Not listed	\$50

**Cost of Service:** The full annual cost of service for these reviews is \$93,424 divided by 25 (FY 2001) units of service equals an average unit cost of \$3,737.

**FY 2003 Proposed Fee:** \$100 plus \$100 for each additional review.